

RD BRIEFING, EVENT OR MEETING PROPOSAL

Date: 7/5/17

To: Stacey Garcia, Executive Assistant, RD

From: Shawn Sartorius, Branch Chief Classification, x6419

Meeting Request: Briefing for Texas hornshell draft Final Listing Rule

Event Date or Meeting Date: July 12 or 13, 2017

Location: RD Office

Remarks Is the RD expected to give prepared remarks: No

Topic of remarks:

Length of remarks:

Who is the audience: ES RO and FO staff

Meeting Attendees: (Calendar invite will be sent to those listed below)

Ted Koch, Susan Jacobsen, Shawn Sartorius, Susan Oetker, Susan Millsap, Chuck Ardizzone, Adam Zerrenner, Lesli Gray, Andy Devolder, Debra Hill

Please provide a call in number to be added to the calendar invite (if needed):

Phone number: b5

Passcode: b5

Date _____

Approved ARD/Chief _____